

City of Hopewell
Division of Code Enforcement

300 N Main St., Hopewell, VA 23860 (804) 541-2226 Fax (804) 541-2318

APPLICATION FOR A SIGN PERMIT

A Sign Permit is required by the City of Hopewell to insure proper zoning & building code requirements. Submission of this application must include two (2) sets of plans and/or specifications and a site plan must accompany this application. This office will retain one (1) set of plans. This permit will be void if the work is not commenced within six (6) months from the date of issuance. A separate electrical permit may be required if it is an illuminated sign. This permit application will be processed through the Department of Development and the Division of Code Enforcement.

Project Description: _____

Address of Work: _____ **Building Use** (check one): Residential _____ Commercial _____
(Location) _____ Industrial _____ Other _____

Owner Information:

Name: _____ **Daytime Phone:** (____) ____ - ____ **Cell:** (____) ____ - ____
Address: _____ **Email:** _____
City: _____ **State:** _____ **Zip:** _____ **Contact Person:** _____

Contractor Information:

Contractor: _____ **State License:** _____ **Expires:** _____
Address: _____ **City License:** _____
City: _____ **State:** _____ **Zip:** _____ **Business Phone:** (____) ____ - ____ **Cell:** (____) ____ - ____
Contact Person: _____

Sign Description

Estimate Cost (Labor & Materials): \$ _____ **Sign Permit—\$50 per sign / \$100 per billboard**
(Plus current State Surcharge)

Type of Sign (circle one): **Mounted** **Projection** **Free Standing**
Size: _____ **Thickness:** _____ **Sign Material:** _____

Circle One:

Provide the Following:

Replacing Sign:	Yes	No	Proposed overall Height:	_____
Reface:	Yes	No	Distance from Property Line:	_____
Single Sided:	Yes	No	Distance from sidewalk:	_____
Double Sided:	Yes	No	Distance from curb:	_____
Illuminated:	Yes	No	Clearance above sidewalk:	_____
Corner Lot:	Yes	No	Clearance above ground:	_____
Business Lot:	Yes	No	Clearance above parking:	_____

It is understood that this is an application for a Sign Permit and that work may not begin until the official permit has been issued.

Signature of Applicant: _____ **Date:** _____

Official Use Only

Permit # _____	Permit Fees \$ _____	Check # _____	Cash	CC
Sub/Parcel # _____	Lot / Block _____	Zoning	_____	
Zoning Official Approval: _____	Date:	_____		
Building Official Approval: _____	Date:	_____		